

Retention and Classification Report

Agency: Sandy (Utah). City Council (3051)
10000 centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer

84972 City Council minutes
84867 *Ordinances

AGENCY: Sandy (Utah). City Council

SERIES: 84972

4

TITLE: City Council minutes

DATES: i 1893-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1893 through 1978.
Retain in State Archives permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Sandy (Utah). City Council

SERIES: 84867

4

TITLE: Ordinances

DATES: i 1893-1976.

ARRANGEMENT: Numerical by ordinance number

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/05/2010

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Sandy (Utah). City Council

SERIES: 84867

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public